

Sample Company

Employee Information Sheet

Personal Information

Complete Name

First

Middle initial

Last

Street Address

City, State, Zip Code

Daytime Phone

Cell Phone

Social Security #

Driver's License #

Emergency Contact Information

Name

First

Middle initial

Last

Primary Phone

Alternate Phone

Signature

Printed Name

Thank you,
HR Department

Office Use Only

Employee #	
Date of Hire	
Rate	
Position	